

# Archbishop MacDonald Student Handbook 2025 – 2026



## **Principal**

Mme. Michelle Dupuis

## **Assistant Principals**

Mrs. Shelley Cleave      Mr. Mick Sahib      Mrs. Careyann Werth

14219 109 Avenue, Edmonton, AB T5N 1H5

Telephone: 780-451-1470

Fax: 780-455-5571

**Website:** [archbishopmacdonald.ecsd.net](http://archbishopmacdonald.ecsd.net)

## Table of Contents

Mission & Vision Statement .....	3
Archbishop MacDonald Staff .....	4
Calendar of Events/Important Dates .....	6
Diploma Schedule .....	7
IB Exam Schedule .....	9
Exam Rules and Considerations .....	10
School Operations	
Admin Office/General Office/Business Office.....	11
Student Resource Center (SRC)/Counselling Department .....	12
Grade Coordinators .....	12
Peer Support .....	12
School Information	
Academic Honesty & Integrity .....	12
Assemblies .....	14
Attendance .....	14
Laboratory Safety Standard .....	15
Personal Learning Time (PLT) .....	15
Code of Student Conduct .....	16
Acceptable/Unacceptable Behaviour .....	16
Closed Campus .....	17
Social Media, Education Act, Suspension .....	18
Expulsion .....	19
Cafeteria & Atrium .....	20
Celebration of Excellence/Awards .....	21
Cell Phone Use/Personal Mobile Devices .....	27
Course Changes/Outlines .....	28
Extracurricular Activities/Athletics .....	29
ID Cards .....	29
French Immersion .....	29
Graduation Dates & Times .....	30
Alberta Diploma Graduation Requirements .....	30
International Baccalaureate Programme (IB) .....	30
Student Resource Centre (SRC) .....	34
Religion .....	34
Report Cards .....	35
Standards of Student Dress .....	35
Student Leave/Extended Holidays .....	36
Bell Schedule .....	38
Calendar .....	39

## MISSION STATEMENT OF ARCHBISHOP MACDONALD

The mission of Archbishop MacDonald High School is to provide a Catholic education that inspires students to achieve learning excellence while nurturing a global perspective grounded in Catholic values.

## VISION STATEMENT OF ARCHBISHOP MACDONALD

Our students will cultivate hearts of the Saints, serving Christ in others with compassion, integrity, and hope.

## MISSION STATEMENT INTERNATIONAL BACCALAUREATE

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, government, and international organizations to develop challenging programs of international education and rigorous assessment.

These programs encourage students across the world to become active, compassionate, and lifelong learners who understand that other people with their differences can also be right.

## ARCHBISHOP MACDONALD CATHOLIC HIGH SCHOOL LOGO

Our logo was developed by members of the school community to present a sense of character that compliments and extends symbols traditionally associated with the school.

As is consistent with all symbols, the components suggest a multiplicity of meaning. The following outlines capture the richness of the insights shared by the many contributors.

### COMPRENDERE ET CONDUCERE

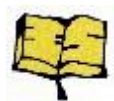
- |                 |                          |
|-----------------|--------------------------|
| - to grasp      | - to unite               |
| - to discover   | - to serve               |
| - to comprehend | - to be of use to others |



The Cross – the unifying force (one of our key symbols as Christians).



Chi and Rho – the first two letters of Christ's name in Greek (Reminds us of our ancient Greek roots)



The Text – we are people of the Word – in both secular and sacred writing (represents searching, learning, understanding, communication)



The Fire – central flame signifies Christ.  
The Semi-Circle – all of Christ's followers (teachers, students)



School Letter with the Bishop's staff represents the Bishop we are named after.

## We All Belong Here

Archbishop MacDonald is committed to providing an inclusive, welcoming, caring, respectful, and safe Catholic learning environment that promotes the well-being of all students. As part of this commitment, Edmonton Catholic Schools has Administrative Procedure 172, which outlines how to report incidents of racism and discrimination.

There is no room for discrimination or racism at our school. If you experience or witness racism or discrimination, talk with your family, your teacher, or a trusted adult at your school. If you are in a situation where you need help and you feel there is no one you can talk to at home or school, then please use the reporting form found on [www.ecsd.net/reportdiscrimination](http://www.ecsd.net/reportdiscrimination). When you make a report to a teacher, administrator, or staff member, or through the reporting form, an investigation will begin. It is brave to speak up.

If you need immediate help, you can contact the Kids Help Phone by calling 1-800-668-6868 or texting 686868.

### ARCHBISHOP MACDONALD STAFF

**PRINCIPAL:** Mme. M. Dupuis [michelle.dupuis@ecsd.net](mailto:michelle.dupuis@ecsd.net)

**ASSISTANT PRINCIPALS:** Mrs. S. Cleave (Gr. 12 Coordinator) [shelley.cleave@ecsd.net](mailto:shelley.cleave@ecsd.net)  
Mr. M. Sahib (Gr. 10 Coordinator) [mickey.sahib@ecsd.net](mailto:mickey.sahib@ecsd.net)  
Mrs. C. Werth (Gr. 11 Coordinator) [careyann.werth@ecsd.net](mailto:careyann.werth@ecsd.net)

**CHAPLAIN:** Mr. C. Ferguson [christopher.ferguson@ecsd.net](mailto:christopher.ferguson@ecsd.net)

#### STUDENT SERVICES/COUNSELLING:

Mr. M. Breitreutz- Dept. Head/ Learning Coach [mark.breitreutz@ecsd.net](mailto:mark.breitreutz@ecsd.net)  
Ms. N. Carson-Counsellor [nicole.carson@ecsd.net](mailto:nicole.carson@ecsd.net)  
Mrs. A. Cheung- Grad Coach [andrea.cheung@ecsd.net](mailto:andrea.cheung@ecsd.net)  
– Counselling Health Therapist

#### DEPARTMENT HEADS/COORDINATORS:

Athletics	Mr. J. Verhesen	<a href="mailto:jacob.verhesen@ecsd.net">jacob.verhesen@ecsd.net</a>
CAS	Mr. T. Rosselli	<a href="mailto:antonio.rosselli@ecsd.net">antonio.rosselli@ecsd.net</a>
CTS	Mr. N. Carby	<a href="mailto:neil.carby@ecsd.net">neil.carby@ecsd.net</a>
English	Mrs. C. Adamczuk-Sech	<a href="mailto:caroline.adamczuksech@ecsd.net">caroline.adamczuksech@ecsd.net</a>
Fine Arts	Mr. Jonathan Eschak	<a href="mailto:jonathan.eschak@ecsd.net">jonathan.eschak@ecsd.net</a>
Languages/French Immersion	Mr. R. Boutin	<a href="mailto:robert.boutin@ecsd.net">robert.boutin@ecsd.net</a>
IB Diploma Programme	Mr. E. Cavaliere	<a href="mailto:ernest.cavaliere@ecsd.net">ernest.cavaliere@ecsd.net</a>
Mathematics	Mrs. J. Nicholson	<a href="mailto:jocelyn.nicholson@ecsd.net">jocelyn.nicholson@ecsd.net</a>
Physical Education	Mr. A. Rosselli	<a href="mailto:antonio.rosselli@ecsd.net">antonio.rosselli@ecsd.net</a>
Religious Studies	Mr. C. Ferguson	<a href="mailto:christopher.ferguson@ecsd.net">christopher.ferguson@ecsd.net</a>
Science	Mrs. Grijo	<a href="mailto:helen.grijo@ecsd.net">helen.grijo@ecsd.net</a>
Social Studies	Mrs. C. Ostapowicz	<a href="mailto:catherine.ostapowicz@ecsd.net">catherine.ostapowicz@ecsd.net</a>

**GENERAL OFFICE:**

Mrs. C. Kordyback-Administrative Support

[christine.kordyback@ecsd.net](mailto:christine.kordyback@ecsd.net)

Mrs. A. Fuller-Administrative Support

[april.fuller@ecsd.net](mailto:april.fuller@ecsd.net)

**BUSINESS OFFICE:**

Mrs. G. Grimstead-Business Manager

[gussie.grimstead@ecsd.net](mailto:gussie.grimstead@ecsd.net)

**LAB TECHNIAN:**

Dagmar Pooch

[dagmar.pooch@ecsd.net](mailto:dagmar.pooch@ecsd.net)

**CUSTODIAL:**

Mr. L. Tokarew-Head Custodian

Mr. M. Deresh-Custodian

Mr. D. Duldulao-Custodian

Mr. G. Gray -Custodian

**TEACHING STAFF:**

Mrs. C. Adamczuk-Sech

English

[caroline.adamczuk-sech@ecsd.net](mailto:caroline.adamczuk-sech@ecsd.net)

Mr. D. Alfieri

Social

[daniel.alfieri@ecsd.net](mailto:daniel.alfieri@ecsd.net)

Mrs. C. Andison

Bio/Chem/Sci

[christine.andison@ecsd.net](mailto:christine.andison@ecsd.net)

Mr. A. Aylwin

Social

[Austin.aylwin@ecsd.net](mailto:Austin.aylwin@ecsd.net)

Mrs. A. Baillargeon

Fr Imm Math/Chem

[allison.baillargeon@ecsd.net](mailto:allison.baillargeon@ecsd.net)

Mrs. S. Bergin

English

[sarah.bergin@ecsd.net](mailto:sarah.bergin@ecsd.net)

Mr. R. Boutin

Fr Imm Social

[robert.boutin@ecsd.net](mailto:robert.boutin@ecsd.net)

Mr. M. Breitreutz

Science

[mark.breitreutz@ecsd.net](mailto:mark.breitreutz@ecsd.net)

Mr. N. Carby

CTS

[neil.carby@ecsd.net](mailto:neil.carby@ecsd.net)

Mr. E. Cavaliere

Chemistry

[ernest.cavaliere@ecsd.net](mailto:ernest.cavaliere@ecsd.net)

Mr. D. Chapman

Music

[dale.chapman@ecsd.net](mailto:dale.chapman@ecsd.net)

Mrs. A. Cheung

PE/Sci

[andrea.cheung@ecsd.net](mailto:andrea.cheung@ecsd.net)

Mr. S. Como

Bio/Sci/PE

[steven.como@ecsd.net](mailto:steven.como@ecsd.net)

Mr. R. Delpercio

Social/Rel

[enrico.delpercio@ecsd.net](mailto:enrico.delpercio@ecsd.net)

Ms. K. Enokson

Social

[kasey.enokson@ecsd.net](mailto:kasey.enokson@ecsd.net)

Mr. J. Eschak

Art

[jonathan.eschak@ecsd.net](mailto:jonathan.eschak@ecsd.net)

Mrs. R. Eshak

Fr. Lang. Arts/Rel

[rania.eshak@ecsd.net](mailto:rania.eshak@ecsd.net)

Mr. C. Ferguson

Physics/Rel

[christopher.ferguson@ecsd.net](mailto:christopher.ferguson@ecsd.net)

Mr. M. Flynn

CTS

[martin.flynn@ecsd.net](mailto:martin.flynn@ecsd.net)

Mrs. E. Gameiro

French/Rel

[elizabeth.gameiro@ecsd.net](mailto:elizabeth.gameiro@ecsd.net)

Mr. C. Grey

Bio/CTS

[caleb.grey@ecsd.net](mailto:caleb.grey@ecsd.net)

Ms. J. Goudreau

Math

[Jennifer.goudreau@ecsd.net](mailto:Jennifer.goudreau@ecsd.net)

Ms. E. Greer

Phys. Ed/Bio/CTS

[elspeth.greer@ecsd.net](mailto:elspeth.greer@ecsd.net)

Ms. H. Grijjo

Chem/Science

[helen.grijjo@ecsd.net](mailto:helen.grijjo@ecsd.net)

Mr. J. Hubick

Math

[jason.hubick@ecsd.net](mailto:jason.hubick@ecsd.net)

Mr. T. Kim

Scn/Physics

[taeho.kim@ecsd.net](mailto:taeho.kim@ecsd.net)

Mr. E. Klein

Rel/Phys. Ed

[evan.klein@ecsd.net](mailto:evan.klein@ecsd.net)

Mr. J. Kriese	Chem/Physics	<a href="mailto:james.kriese@ecsd.net">james.kriese@ecsd.net</a>
Mr. C. Leibel	English	<a href="mailto:conrad.leibel@ecsd.net">conrad.leibel@ecsd.net</a>
Ms. J. Nicholson	Math	<a href="mailto:jocelyn.nicholson@ecsd.net">jocelyn.nicholson@ecsd.net</a>
Mrs. G. Noce-Saporito	Spanish	<a href="mailto:gina.nocesaporito@ecsd.net">gina.nocesaporito@ecsd.net</a>
Mrs. M. Nychka	Eng/TKO	<a href="mailto:marika.nychka@ecsd.net">marika.nychka@ecsd.net</a>
Mrs. L. Olsen	Choral	<a href="mailto:lyndsey.olsen@ecsd.net">lyndsey.olsen@ecsd.net</a>
Mrs. C. Ostapowicz	Social	<a href="mailto:catherine.ostapowicz@ecsd.net">catherine.ostapowicz@ecsd.net</a>
Mrs. A. Petrovic	Eng/Art	<a href="mailto:anita.petrovic@ecsd.net">anita.petrovic@ecsd.net</a>
Ms. M. Pulongbarit	Phys. Ed/Scn	<a href="mailto:madisson.pulongbarit@ecsd.net">madisson.pulongbarit@ecsd.net</a>
Mr. R. Pryma	Math	<a href="mailto:raymond.pryma@ecsd.net">raymond.pryma@ecsd.net</a>
Mrs. A. Regan	Fr Imm Bio/SciF	<a href="mailto:arielle.regan@ecsd.net">arielle.regan@ecsd.net</a>
Mr. T. Rosselli	Phys. Ed/CTS/CAS	<a href="mailto:antonio.rosselli@ecsd.net">antonio.rosselli@ecsd.net</a>
Mr. D. Sarango Loayza	Fr Imm SciF/Chimie/Sci 10	<a href="mailto:dalton.sarangoloayza@ecsd.net">dalton.sarangoloayza@ecsd.net</a>
Mr. V. Slipetz	Eng/Drama	<a href="mailto:vern.slipetz@ecsd.net">vern.slipetz@ecsd.net</a>
Mr. A. Stauffer	Math/Psych/Sci	<a href="mailto:anthony.stauffer@ecsd.net">anthony.stauffer@ecsd.net</a>
Mrs. E. Symak-Tobychuk	Chem	<a href="mailto:eunice.symak-tobychuk@ecsd.net">eunice.symak-tobychuk@ecsd.net</a>
Mrs. S. Tucker	Math	<a href="mailto:susanne.tucker@ecsd.net">susanne.tucker@ecsd.net</a>
Mrs. J. Vandendooren	Eng	<a href="mailto:jennifer.vandendooren@ecsd.net">jennifer.vandendooren@ecsd.net</a>
Mr. J. Verhesen	Phys.Ed/CTS	<a href="mailto:jacob.verhesen@ecsd.net">jacob.verhesen@ecsd.net</a>
Mrs. F. Williams	Drama/Speech & Debate	<a href="mailto:fiona.williams@ecsd.net">fiona.williams@ecsd.net</a>
Ms. J. Wong	Music/Social/Rel	<a href="mailto:jolene.wong@ecsd.net">jolene.wong@ecsd.net</a>
Ms. B. Yardy	Bio/Sci	<a href="mailto:brianna.yardy@ecsd.net">brianna.yardy@ecsd.net</a>

## CALENDAR OF EVENTS 2025 – 2026

### IMPORTANT DATES

Grade 10 only	Sept. 2, 2025 (Tuesday)
Grade 11 & 12 only	Sept. 3, 2025 (Wednesday)
First Regular Day	Sept 4, 2025 (Thursday)
S1	Sept. 2 – Jan. 27
Q1	Sept. 2 – Oct. 31
Q2	Nov.3 - Jan. 16
S2	Jan. 28- Jun. 23
Q3	Jan. 28 – Apr. 9
Q4	Apr. 10 – Jun. 11
Labour Day (no school)	Sept. 1 (Monday)
MAC IT UP	Sept. 12
Truth & Reconciliation Day (no school)	Sept. 30
Thanksgiving (no school)	Oct. 13
PD Day (no school)	Nov. 7
Remembrance Day/Fall Break	Nov. 10 – 12

Christmas Break	Dec. 22 – Jan. 2
PD Day (no school)	Feb. 13
Family Day	Feb. 16
Faith Development PD (no school)	Feb. 25
Teacher's Convention	Feb. 26 - 27
Spring Break	Mar. 30 – Apr. 3
Good Friday & Easter Monday	Apr. 3 – 6
Bike A Thon	Apr. 30- May 1
PD Day	May 1
Victoria Day Break	May 17 – 20
Grad Commencement & Banquet	May 22 – 23
Mac It Out!	Jun. 4
Last Day of school for students	Jun. 23

## DIPLOMA SCHEDULE

### January 2026

Diploma exams **must** be administered in accordance with the scheduled dates and times.

All diploma exams must remain SECURED before and during the administration. Teacher perusals are permitted (see Diploma Exam Rules and Policies for rules).

All diploma exams, except those that are asterisked (\*), must remain SECURED after the administration and be returned to Alberta Education.

Monday, Jan. 12	9 AM–12 PM	Français 30–1 Partie A* French Language Arts 30–1 Partie A*
Tuesday, Jan. 13	9 AM–12 PM	English Language Arts 30–1 Part A* English Language Arts 30–2 Part A*
Wednesday, Jan. 14	9 AM–12 PM 9 AM–11:30 AM	Social Studies 30–1 Part(ie) A* Social Studies 30–2 Part(ie) A*
Thursday, Jan. 15	9 AM–12 PM	Français 30–1 Partie B French Language Arts 30–1 Partie B
Monday, Jan. 19	9 AM–12 PM	Mathematics 30–1 Mathematics 30–2
Tuesday, Jan. 20	9 AM–12 PM	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Wednesday, Jan. 21	9 AM–11:30 AM	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Thursday, Jan. 22	9 AM–12 PM	Biology 30
Friday, Jan. 23	9 AM–12 PM	Chemistry 30
Monday, Jan. 26	9 AM–12 PM	Physics 30
Tuesday, Jan. 27	9 AM–12 PM	Science 30

## June 2026

Diploma exams **must** be administered in accordance with the scheduled dates and times.

All diploma exams must remain SECURED before and during the administration. Teacher perusals are permitted (see Diploma Exam Rules and Policies for rules).

All diploma exams, except those that are asterisked (\*), must remain SECURED after the administration and be returned to Alberta Education.

Monday, June 8	9 AM–12 PM	Français 30–1 Partie A* French Language Arts 30–1 Partie A*
Tuesday, June 9	9 AM–12 PM	Français 30–1 Partie B French Language Arts 30–1 Partie B
Wednesday, June 10	9 AM–12 PM	English Language Arts 30–1 Part A* English Language Arts 30–2 Part A*
Thursday, June 11	9 AM–12 PM 9 AM–11:30 AM	Social Studies 30–1 Part(ie) A* Social Studies 30–2 Part(ie) A*
Friday, June 12	9 AM–12 PM	Mathematics 30–1 Mathematics 30–2
Monday, June 15	9 AM–12 PM	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Tuesday, June 16	9 AM–11:30 AM	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Thursday, June 18	9 AM–12 PM	Biology 30
Friday, June 19	9 AM–12 PM	Chemistry 30
Monday, June 22	9 AM–12 PM	Physics 30
Tuesday, June 23	9 AM–12 PM	Science 30





## Archbishop MacDonald High School

IB Diploma Programme May 2026

### Exam Zone C UTC 7 Schedule

*Examinations cannot be rescheduled without authorization from the Assessment Division, IB Global Center, Cardiff.*

*Exam start times are mandated by IBO, please be in the exam room 15 minutes prior to the start of your exam.*

*Highlighted boxes have exams set outside of the regular student school hours and on school holidays.*

Date	Start Time	Exam
Tuesday, April 28, 2026	1:00-3:15	Physics HL Paper 1a & 1b (2h) <sup>1</sup>
Wednesday, April 29, 2026	9:00-11:30	Physics HL Paper 2 (2h 30m) <sup>2</sup>
Monday, May 4, 2026	1:00-3:45	History HL Paper 1 (1h) History HL Paper 2 (1h 30m)
Tuesday, May 5, 2026	9:00-11:30	History HL Paper 3 (2h 30m)
Thursday, May 7, 2026	1:00-3:15	English A Literature HL Paper 1 (2h 15m)
Friday, May 8, 2026	9:00-10:45	English A Literature HL Paper 2 (1h 45m)
Monday, May 11, 2026	1:00-3:15	Biology HL Paper 1a & 1b (2h)
Tuesday, May 12, 2026	9:00-11:30	Biology HL Paper 2 (2h 30m) <sup>3</sup>
Wednesday, May 13, 2026	1:00-3:15	Spanish ab initio Paper 1 (1h) Spanish ab initio Paper 2 – Reading Comprehension (1h)
Thursday, May 14, 2026	9:00-9:45	Spanish ab initio Paper 2 – Listening Comprehension (45m) <sup>4</sup>
	1:00-2:30	Mathematics: analysis & approaches SL Paper 1 (1h 30m) <sup>5</sup>
Friday, May 15, 2026	9:00-10:30	Mathematics SL Paper 2 (1h 30m) <sup>6</sup>
	1:00-2:45	Chemistry SL Paper 1a & 1b (1h 30 min)
Monday, May 18, 2026	9:00-10:30	Chemistry SL Paper 2 (1h 30m) <sup>7</sup>
Tuesday, May 19, 2026	1:00-3:45	French B HL Paper 1 (1h 30m) French B HL Paper 2 – Reading Comprehension (1 hr)
	1:00-3:30	French B SL Paper 1 (1h 15m) French B SL Paper 2 – Reading Comprehension (1h)
Wednesday, May 20, 2026	9:00-10:00	French B HL Paper 2 – Listening Comprehension (1h) <sup>8</sup>
	9:00-9:45	French B SL Paper 2 – Listening Comprehension (45m) <sup>9</sup>

<sup>1</sup> Physics data booklet provided

<sup>2</sup> Bring a calculator, physics data booklet provided

<sup>3</sup> Bring a calculator

<sup>4</sup> Bring headphones

<sup>5</sup> Formula booklet provided

<sup>6</sup> Formula booklet provided, bring graphic display calculator

<sup>7</sup> Bring calculator, chemistry data booklet provided

<sup>8</sup> Bring headphones

<sup>9</sup> Bring headphones

## Exam Rules and Considerations:

- **Plan to arrive to the exam room 15 minutes early.**
- Students will need a pen with dark blue or black ink, a soft pencil that produces dark lines (and a sharpener if required), a ruler, an eraser, basic geometry instruments (i.e. protractor)
- Please ensure you review the regulations involving calculators during the pre-exam period.
- Correction fluid/pens are not permitted.
- No watches or wearable technology (including wireless headphones, smart glasses, etc.)
- Students are required to bring **wired** headphones for their listening examinations (no Bluetooth headphones)
- Drinking water in a clear container is permitted. No other food or drink is permitted.
- Bring your student ID.
- Know your candidate number and session number.
- Students are *not* allowed to leave the exam room.
- Go to the washroom *prior* to your exam!
- Adhere to the seating plan assigned for each exam.
- Once you enter the exam room there is absolutely NO talking.
- When two examinations for the same subject are scheduled in the same slot, the examinations will be administered one after the other from the published start time.
- At the discretion of the school, candidates should be in good standing at the time of the examinations.
- Students are required to attend a mandatory PLT on exam procedures and expectations.
- Students are required to read the MAC IB EXAM SESSION GUIDE for MAY 2025 posted on the google classroom to familiarize themselves with conduct of examinations, academic integrity, calculator rules, etc.
- Full IB Candidates will be exempt from classes from the start of their first exam to the end of their last exam.
- IB Course Candidates will only be exempt from their classes during their exam writing times.

### The Day Before the Exam:

Get organized & minor review  
Get a good night's sleep

### The Day of the Exam:

Have something to eat  
Review your notes  
Get outside or exercise to clear your mind  
Plan to arrive early

### At the Start of the Exam:

Breathe.  
Smile – give yourself positive energy.  
Remind yourself of everything you DO know - you can do this!

### During the Exam:

Read the questions carefully  
Annotate your exam copy  
Organize your thoughts before you write  
Read and revise your writing/answers as you go  
Keep moving forward, even if you don't understand a question  
Flag questions for later to revisit  
Go with your gut

### After the Exam:

Smile!

## EXAMS

A student who is absent from an exam is responsible for providing the teacher with a written letter from the doctor/parent etc. with the reason for the absence. The student must arrange with the teacher to write the missed exam or to complete a make-up exam within a reasonable time limit. Teachers will sign up students to the Thursday afternoon Exam Hall for any missed exams or assignments between 1-2:30 PM in the SRC.

- **Appeals**

Students have the right to appeal final marks under the Education Act (2000) and Edmonton Catholic Schools Administrative Regulation 123(1). Students wishing to appeal a final mark must do so in writing within 2 school days of receipt of their final mark. Appeal forms are available from the Counseling Office. The Education Act is available in the SRC.

## SCHOOL OPERATIONS

*TO ENSURE A SAFE AND SUCCESSFUL SCHOOL YEAR, SCHOOL PRACTICES WILL BE DISCUSSED IN DEPTH WITH STUDENTS AT GRADE LEVEL ASSEMBLIES.*

### ADMIN OFFICE/GENERAL OFFICE

The Main office is open from 8:15 am to 3:45 pm, on Monday, Tuesday, Wednesday and Friday. Thursday office hours are 8:15 am – 1:00 pm due to P.D. afternoons and meetings. There is an answering machine should you wish to leave a message after hours.

### BUSINESS OFFICE

The Business Office Hours:

- 8:30 – 10:00 AM
- During Lunch
- 3:15 – 3:45 PM

ID cards are necessary for all transactions at the Business Office including purchasing Arc cards, loaning textbooks, and making fee payments. Acceptable forms of payment include Visa, Mastercard, Debit and Cash. Families are encouraged to pay school fees online using applicable methods of payment. **PLEASE NOTE: Cheques are NOT accepted for any fee payments.**

**The following items are available from the Business Office.**

- **ID Cards** – It is also important that students always have their ID cards on them. Students must produce their MAC ID if requested by any staff and enter the school. If lost, a replacement fee of \$5 will be charged to the student's account. ID cards are necessary for all transactions at the Business Office including purchasing Arc cards, loaning textbooks, and making fee payments.
- **ARC Cards** – New Arc cards are available to students who have never owned one. If a student had a previous card but lost it, the replacement card can be purchased at the Business Office for \$6. This fee must be paid before a new Arc card is issued. Monthly bus

pass reloads cost \$60 and should be purchased before the end of the month to avoid interruption. Arc card reloads are processed in two business days.

- **Locks/Lockers** – At the beginning of the school year, students are assigned a locker and lock to store their personal belongings. If a lock is lost, a \$9.35 charge will be applied to the student's account. Students who do not use a school issued lock will have it removed without notification. Students are not permitted to change lockers without the permission of the Business Manager. It is important that students not share their locker combinations with anyone. **Be certain that lockers are always securely locked.** The school is not responsible for any missing items.

## **STUDENT RESOURCE CENTER (SRC)/COUNSELLING DEPARTMENT**

Mr. M. Breitkreutz- Dept. Head/Instructional Coach

[mark.breitkreutz@ecsd.net](mailto:mark.breitkreutz@ecsd.net)

Ms. N. Carson- Counsellor

[nicole.carson@ecsd.net](mailto:nicole.carson@ecsd.net)

TBA- Counselling Health Therapist

[@ecsd.net](mailto:@ecsd.net)

Mrs. A. Cheung – Grad Coach

[andrea.cheung@ecsd.net](mailto:andrea.cheung@ecsd.net)

Mr. Greg Robson – Counsellor

[Gregory.robson@ecsd.net](mailto:Gregory.robson@ecsd.net)

Ms. A. Lindsay – FSLW

[angela.lindsay@ecsd.net](mailto:angela.lindsay@ecsd.net)

## **GRADE COORDINATORS**

Each administrator is responsible for the students in a particular grade. Students are encouraged to make an appointment with the grade coordinator to discuss any matters concerning their academic performance or program.

Grade 10: Mr. Sahib

[mickey.sahib@ecsd.net](mailto:mickey.sahib@ecsd.net)

Grade 11: Mrs. Werth

[careyann.werth@ecsd.net](mailto:careyann.werth@ecsd.net)

Grade 12: Mrs. Cleave

[shelley.cleave@ecsd.net](mailto:shelley.cleave@ecsd.net)

## **PEER SUPPORT**

The Peer Support team consists of student members. Peer Support is a group of people who, through their own personal development, help to encourage the well-being of fellow students and the school community.

## **SCHOOL INFORMATION**

### **Academic Integrity Policy**

#### **Purpose**

Academic integrity is fundamental to learning and personal growth. This policy outlines expectations for honest academic conduct and describes behaviors that compromise integrity, along with associated consequences.

#### **Definitions**

##### **Academic Integrity**

Academic integrity is the commitment to act honestly, responsibly, and ethically in all aspects of learning. It ensures that work submitted for assessment is trustworthy and reflects a student's own knowledge, skills, and effort.

## **Academic Misconduct**

Academic misconduct refers to any deliberate or inadvertent action that provides, or has the potential to provide, an unfair academic advantage to a student or others.

### **Forms of Academic Misconduct**

Academic misconduct includes, but is not limited to, the following:

- **Plagiarism**  
Submitting the words, ideas, images, or work of others as one's own without proper acknowledgment of the source.
- **Peer Plagiarism**  
Copying another student's work, allowing one's work to be copied, or sharing work in a way that enables academic dishonesty.
- **Collusion**  
Submitting work that closely resembles another student's work or receiving assistance beyond what is explicitly permitted. This includes work that is heavily edited or produced by a third party, including AI tools, translators, or online editing services, when such assistance is not authorized.
  - Students may only use AI tools when explicitly permitted by the teacher. When AI use is premised, students must clearly acknowledge and cite their use of AI, including how it was used. Presenting AI-generated work as one's own original thinking is considered academic misconduct.
- **Duplication of Work**  
Submitting the same or substantially similar work for multiple assessments or courses without prior approval.
- **Unauthorized Use of Materials or Technology**  
Possession or use of unauthorized notes, devices, websites, or applications during assessments. During digital or online exams, students may not open additional tabs or access external information sources unless explicitly permitted.
- **Breach of Assessment Security**  
Sharing, discussing, or disclosing information related to a secured exam or assessment.
  - Leaking, sharing, posting, or accessing secured exams, tests or assessment questions (including through social media or messaging platforms), or using such materials to gain an academic advantage.
  - Providing, receiving, or exchanging, or exchanging answers to multiple-choice, numerical response, short answer, or other assessment questions – verbally, in writing, electronically, or through signals or messaging – during or after an assessment when such sharing is not explicitly authorized.
- **Falsification of Data or Content**  
Fabricating, altering, or misrepresenting data, results, or information, or including inappropriate, offensive, or obscene material in academic work.
- **Exam Misconduct**  
Disruptive behavior, removal of exam materials, or failure to follow assessment instructions.
- **Failure to Report Misconduct**  
Knowingly failing to report an incident of academic misconduct.

**Automatic consequences of Academic Misconduct includes all of the following:**

- Automatic zero on the assessment or assignment
- Referral to school administration

- Automatic one-day suspension
- No opportunity for replacement or reassessment

**Consequences may also include:**

- Removal from extra-curricular activities
- Withdrawal from the course and loss of credit

**Administrative Support**

Administration will support students who have breached the Academic Integrity Policy by guiding them through appropriate next steps, reinforcing expectations, and supporting learning and growth moving forward.

**Student Responsibilities**

Students are expected to:

- Act honestly, responsibly, and ethically at all times
- Understand and follow the school's Academic Integrity Policy
- Understand the consequences of academic misconduct
- Properly acknowledge and cite all sources used in their work
- Submit work that is authentic, original, and reflective of their own learning
- Complete all assignments, tasks, exams, and quizzes honestly and independently unless collaboration is permitted
- Report known instances of academic misconduct to a teacher or administrator

**Parent and Guardian Responsibilities**

Parents and legal guardians are expected to:

- Understand the school's Academic Integrity Policy and its consequences
- Cooperate with the school in supporting student accountability
- Encourage students to learn from mistakes and move forward with school support and guidance

**ASSEMBLIES**

All students, including those who are on a spare, are required to attend assemblies and liturgical celebrations.

**ATTENDANCE**

• **Absences**

The Alberta Education Act requires that all students attend regularly and punctually. Regular attendance contributes significantly to student learning and success. Students are expected to be punctual and present for every class. If this is not possible the **parent(s)/legal guardian must report the absence**. This can be done through the Parent Powerschool account under School Messenger, or the parent can call the school's absenteeism line. Please state and spell your child's full name, grade level and reason for absence. To ensure that excused absences are accurately recorded, this must be done **prior** to the class or day the student is missing. This is extremely important when exams, assignments and/or assessments are missed. If you have an anticipated absence(s), such as a medical appointment, please inform the school in advance. (The automated system will call home to report unexcused absences and missed exams for that day). Please note the system does not call home for students reporting *late* to class but will call home if your child

misses an exam. Attendance records form part of the permanent student record. If a pattern of non-attendance or lateness emerges, teachers will refer the student to the grade coordinator to address the matter and formulate a plan for improvement in attendance.

If a student has 3 unexcused absences in a class, the teacher of the class will make a phone call home. After 5 unexcused absences, the student's grade coordinator will call home. After 6 unexcused absences, a parent meeting may be requested by the student's grade coordinator.

- **Lates**

Being on time is a basic expectation. It is the responsibility of the student to be on time for each class. Students may be refused entry into class for being late. Persistent lateness may be referred to the appropriate Grade Coordinator. Any student with an excused late, whether by note or phone call to office, is expected to speak to their teacher at the end of class for attendance to be adjusted accordingly. This is not done in the office. If a student misses a class entirely, they are not late for school but considered absent.

- **Illness or Injury**

Students who become ill/ injured at school must report to the general office and the parent/guardian will be contacted.

- **Leaving Early During School Hours**

If it is necessary to leave classes early for appointments, the parent should email the teacher in advance, send a note to be given directly to the teacher or call the absenteeism line letting the school know what time the student will be leaving, for example 3:10 pm.

## **LABORATORY SAFETY STANDARD**

Science at Archbishop MacDonald is a hands-on, skill-based discipline involving activities that may entail risk. Safety in the laboratory takes precedence over all instructional concerns. To ensure your safety and the safety of others, the following laboratory safety standard is always in effect:

1. Conduct must be professional. Counter-sitting, throwing, playing, pranking, and unsanctioned experiments are prohibited.
2. Footwear must completely cover the foot. Sandals, slides, and/or clogs are prohibited.
3. Food and/or drink are prohibited.

There is a zero-tolerance policy for violations of the safety standards; failure to comply with these standards will result in immediate exclusion from the lab activity. Additional safety measures that are activity dependent may also be required.

## **PERSONAL LEARNING TIME (PLT)**

PLT sessions (classes) run every Tuesday, on an AM/PM rotation. This is a mandatory class. PLT sessions are **not** spares, they are considered a class, therefore, it is expected that all students attend. Sessions that are being offered are found in Powerschool under Flex Sessions. There are

several PLTs throughout the school year that students will be automatically enrolled in such as Graduation, and M10.

## **CODE OF STUDENT CONDUCT**

It is our belief that parents, and students at a Catholic high school are major partners in the creation of an effective learning environment. To this end, parents, students, and staff in our schools collaborated to develop and implement the school's code of conduct. We work together each day to establish and maintain a welcoming, caring, respectful, and safe learning environment that respects diversity and fosters a sense of belonging within our schools. We affirm that pursuant to the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms, students and staff members are protected from discrimination. More specifically, discrimination refers to any conduct that serves to deny or discriminate against any person or class of persons regarding any goods, services, accommodation, or facilities that are customarily available to the public, and the denial or discrimination is based on race, religious beliefs, colour, gender, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation. This code of conduct is based on input from students, parents and staff guided by the provisions of provincial legislation and division policies. This document will be reviewed and adapted on an annual basis and be communicated and accessible in writing for all stakeholders.

Our schools are a vibrant part of the communities in which they serve. This is realized when everyone understands the collective responsibility to establish and continually maintain an appropriate balance between the individual rights of each person and collective rights of everyone around them. Our students understand that these expectations of behaviour apply to everyone while at school, at a school-related activity, or while engaging in an activity that may have an impact on others in the school.

It is important to state that achieving a welcoming, safe, respectful, and caring environment is an ongoing process that **all members** of a school community will strive to create each day. Parents have a responsibility to ensure that their conduct contributes towards a welcoming, safe, respectful, and caring environment. The key to creating this environment is best accomplished with the school and home working collaboratively for the best interest of the child. We affirm that the rights set out in the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms are afforded to all students and staff members within Ecole Archbishop MacDonald. Specifically, this refers to any conduct that serves to deny or discriminate against any person or class of persons regarding any goods, services, accommodation or facilities that are customarily available to the public is forbidden if the denial or discrimination is based on race, colour, ancestry, place of origin, religious beliefs, gender (including pregnancy, sexual harassment, and gender identity), physical disability, mental disability, marital status, family status, source of income, or sexual orientation.



## **Acceptable Behaviour**

Students are expected to contribute to the positive nature of the school by acting in a mature manner. The atmosphere we create is suitable for motivated, independent people who want to further themselves by taking advantage of the educational opportunities we offer. Students are expected to always follow the behaviours outlined below which are modeled on a daily basis by our staff. The statements below are not an exhaustive list:

- Respect yourself and the rights of others in the school.
- Make sure your conduct contributes to a welcoming, caring, respectful and safe learning environment in the school that respects the diversity and fosters a sense of belonging of others in your school.
- Refrain from, report and refuse to tolerate bullying or bullying behaviour, that occurs within the school building, during the school day or by electronic means.
- Inform an adult you trust in a timely manner of incidents of bullying, harassment, intimidation, or other safety concerns in the school.
- Act in ways that honours and appropriately represents you and your school.
- Attend school regularly and punctually.
- Be ready to learn and actively engage in and diligently pursue your education.
- Know and comply with the rules of your school.
- Cooperate with all school staff.
- Be accountable for your behaviour to your teachers and other school staff.
- Contribute positively to your school and your community

## **Unacceptable Behaviour**

It is the expectation of our schools that students understand and fully comply with Section 31 of the Alberta Education Act. The Act clearly states that students must realize that they will be held accountable for unacceptable conduct whether the behaviours occur within the school building, school day or by electronic means. While school staff are not able to control what students do outside of school, where that behaviour spills into the school environment, there may be consequences for that behaviour

## **CLOSED CAMPUS**

For the safety of our students, we are a closed campus. Entry to the building is only through our main entrance located off 109 Avenue which will be locked at 9:15 AM each morning. If students come to school after this time, they must ring the doorbell and show their school-issued photo ID card to gain entry. If they have forgotten their School ID, they are required to report to the office to sign in. If a student signs in for the third time because they forgot their School ID, they will be sent to the Business office to purchase a new one.

## **Consequences of Unacceptable Behaviour**

Students must be aware that failure to comply with Section 31 of the Alberta Education Act may lead to consequences for that student(s). Identified unacceptable behaviour will consider the student's age, maturity, discipline history and individual circumstances. The specific

circumstances of any situation will be investigated fully, and an appropriate consequence will be applied to each situation. The full range of possible consequences (i.e., reparations, community service, suspensions, and/or expulsions) will be communicated to affected students deemed to be participating in unacceptable behavior. As per section 36 of the Alberta Education Act, severe breaches of conduct can lead to suspension, with the final decision of any disciplinary action resting with the principal or designate of the school. In cases of extreme behaviours, the student may be recommended by the principal to Edmonton Catholic District School Operations for expulsion from the school and/or district as per Section 37 of the Alberta Education Act.

### **Support for Students**

Our students' ongoing success in their educational path are our primary concern. To support this on an ongoing basis appropriate support will be provided to students impacted by inappropriate behaviour and to those students who engage in inappropriate behavior. There are many support mechanisms available to students at each of our schools, these include:

- Support from our student services department. (i.e., counsellors)
- Personalized learning program.
- Peer tutoring/mentoring
- Ongoing connection and coordination from site administration.
- Connecting with the Grad Coach / Learning Coach

### **Social Media**

Students interacting and posting on social media are reminded that our code of student conduct can apply depending on the circumstances. Students are reminded that any social media accounts cannot in any way be affiliated with Archbishop MacDonald, either by name or logo. Students are strongly advised to remove themselves from any site, thread, platform or chat that can be considered harassment towards others. Failure to do so may result in sanctions being taken against all parties depending on the circumstances. Students are also encouraged to report any social media that can be considered harassment to school administration for investigation.

### **Education Act - Section 31**

#### **Student responsibilities**

A student, as a partner in education, has the responsibility to:

- (a) attend school regularly and punctually,
- (b) be ready to learn and actively engage in and diligently pursue the student's education,
- (c) ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,
- (d) respect the rights of others in the school,
- (e) refrain from, report, and not tolerate bullying or bullying behaviour directed toward others in the school, whether it occurs within the school building or not, during the school day or by electronic means,
- (f) comply with the rules of the school and the policies of the board,
- (g) co-operate with everyone authorized by the board to provide education programs

and other services,

- (h) be accountable to the student's teachers and other school staff for the student's conduct, and
- (i) positively contribute to the student's school and community.

### **Suspension- Section 36**

- (1) A teacher or a principal may suspend a student in accordance with subsection (2) or (3) if in the opinion of the teacher or principal
  - (a) the student has failed to comply with section 31,
  - (b) the student has failed to comply with the code of conduct established under section 33(2),
  - (c) the student's conduct, whether or not the conduct occurs within the school building or during the school day, is injurious to the physical or mental well-being of others in the school,
  - (d) the student has distributed an intimate image of another person in the circumstances described in section 1(1.1).
- (2) A teacher may suspend a student from one class period.
- (3) A principal may suspend a student
  - (a) from school,
  - (b) from one or more class periods or courses,
  - (c) from transportation provided under section 59, or
  - (d) from any school-related activity.
- (4) When a student is suspended under subsection (3), the principal shall
  - (a) immediately inform the student's parent of the suspension,
  - (b) report in writing to the student's parent all the circumstances respecting the suspension, and
  - (c) provide an opportunity to meet with the student's parent, and the student if the student is 16 years of age or older, to discuss the suspension.
- (5) A suspension may not exceed 5 school days, except in accordance with a recommendation for expulsion made by the principal under section 37. 2

### **Expulsion- Section 37 (1)**

- (1) If a student is suspended in accordance with section 36, the principal may recommend, prior to the end of the student's suspension, that the board expel the student if
  - (a) the student has displayed an attitude of willful, blatant and repeated refusal to comply with section 31,
  - (b) the student has displayed an attitude of willful, blatant and repeated refusal to comply with the code of conduct established under section 33(2),
  - (c) the student's conduct, whether or not the conduct occurs within the school building or during the school day, is injurious to the physical or mental well-being of others in the school, or
  - (d) the student has distributed an intimate image of another person in the

circumstances described in section 1(1.1).

- (2) If the principal recommends expulsion under subsection (1), the principal shall
  - (a) immediately inform the board of the recommendation for expulsion, and
  - (b) report in writing to the board all the circumstances respecting the suspension and the principal's recommendation for expulsion, and the student remains suspended until the board has made a decision under subsection (4).
- (3) The student and the student's parent may make representations to the board with respect to the principal's recommendation to expel the student.
- (4) The board shall, within 10 school days after the initial date of the suspension, make a decision
  - (a) to return the student to school, class, a course or courses, transportation provided under section 59 or a school-related activity, or
  - (b) to expel the student.
- (5) The board may expel a student under subsection (4) only if the principal has recommended that the board expel the student.
- (6) If a student is expelled under this section, the expulsion takes effect immediately following the board's decision under subsection (4)(b).
- (7) The board may establish rules or conditions for an expelled student respecting the circumstances in which the student may be enrolled in the same or a different education program.
- (8) An expulsion or any rule or condition under subsection (7) may apply to a student beyond the school year in which the student was expelled.
- (9) When a student is expelled under this section, the board shall immediately notify, in writing, the student's parent, and the student if the student is 16 years of age or older,
  - (a) of the expulsion and any rules or conditions that apply to the student, and
  - (b) of the right to request a review under section 43.
- (10) When a student is expelled under this section, the board shall
  - (a) ensure that the student is provided with a supervised education program consistent with the requirements of this Act and the regulations,
  - (b) ensure that the student is provided with supports and services in accordance with section 33(1)(e), and
  - (c) make all reasonable efforts to ensure the attendance of the student in accordance with section 7.

## **CAFETERIA & ATRIUM**

The cafeteria is open from 8:00am – 2:00 pm each day except for Thursdays when it closes at 12:30pm. Students are expected to place all garbage in the proper bins. Recyclable materials have special bins. Please use them to help protect the environment. The cafeteria offers a variety of foods as well as a lunch special each day.

## **CELEBRATION OF EXCELLENCE – OCTOBER 9, 2025**

The Celebration of Excellence is an opportunity to come together as a school community to honour and celebrate the achievements of the students from the previous academic year. Invitations to attend will be sent to the students and their families.

## Determination of Honours Awards Criteria

Calculations of averages for each academic year will be based **only** on courses taken **at grade level**. It is important to note that marks will not be rounded up.

Students who have achieved an average of at least 80.00% in five subjects (see below) will be awarded the designation of **Honours**.

Students who have averages in the top 20% of their grade level in five subjects (see below) will be awarded the designation of **Magna Cum Laude**.

The ten students who achieved the highest averages from the Magna Cum Laude cohort will be awarded the designation of **Summa Cum Laude**. Any mark that is 65.00% or below, even if it is not used in the determination of a student's eligibility for Summa Cum Laude, will disqualify the student from receiving a Summa Cum Laude award. **Only courses taken at Archbishop MacDonald High School** will be used in the determination of eligibility for Summa Cum Laude.

The breakdown of the five subjects are as follows:

Grade 10	Grade 11	Grade 12
English 10	English 20	English 30
<b>AND</b> at least <b>two</b> of: Math / Mathématiques Science / Sciences Social Studies / Études Sociales French Language Arts	<b>AND</b> at least <b>two</b> of: Math / Mathématiques Biology / Biologie Physics Chemistry / Chimie Social Studies / Études Sociales French Language Arts	<b>AND</b> at least <b>two</b> of: Math / Mathématiques Biology / Biologie Physics Chemistry / Chimie Science 30 Social Studies / Études Sociales French Language Arts
<b>AND two</b> other 3 or 5-credit 10-level courses*	<b>AND two</b> other 3 or 5-credit 20-level courses*	<b>AND two</b> other 5-credit 30-level courses*

\* For CTS courses, three one-credit modules will be combined. Work Experience, Learning Strategies and Special Projects will **not** be used in calculations.

## Individual Subject Awards

Individual subject awards reflect excellence in an academic subject at the grade 12 level of study at Archbishop MacDonald. The students who receive these awards:

- achieve an overall high academic standing
- demonstrate a keen interest in the subject
- demonstrate outstanding class participation
- have a unique insight into the subject
- work beyond expectations

The subjects for the Individual Subject Awards are:

Advanced Acting	French Language Arts
Art	Instrumental Jazz
Biology	Instrumental Music
Chemistry	Math
Choral Music	Phys. Ed.
Communication Technology	Physics
Computing Science	Religion
Design Studies	Social
Drama	Spanish
English	Technical Theatre
French FSL (Ray Courchesne Award)	Vocal Jazz (MACappella)

### **French Immersion Award**

The French Immersion Award is awarded to a grade 12 student who, over three years of study at Archbishop MacDonald within the French Immersion program, achieves an overall high academic standing, demonstrates keen interest, demonstrates outstanding class participation, and works beyond standard expectations within the French Immersion Program.

### **International Baccalaureate Diploma Programme – IB Diploma**

An IB Diploma is awarded to a student who completes the requirements of the International Baccalaureate Diploma Programme.

### **International Baccalaureate Diploma Programme – Orest Melnyk Learner Profile Award**

The IB DP Orest Melnyk Learner Profile Award is awarded to a full IB Diploma student at the grade 12 level who best exemplifies the characteristics of the IB Learner Profile. The recipient will receive a cheque from the Archbishop MacDonald Parent Advisory Council. The amount may vary from year-to-year, dependent on the availability of funds. The IB Learner Profile is a collection of ten attributes that permeate all subjects in the IB Diploma Programme.

### **International Baccalaureate Diploma Programme – Highest IB Diploma Average Award**

The IB DP Highest IB Diploma Average Award is awarded to the full IB Diploma candidate at the grade 12 level who achieves the highest overall IB Diploma mark. The award recipient will receive a \$1000.00 scholarship sponsored by Belairdirect Insurance. In the event of a tie, the \$1000.00 will be divided amongst the recipients.

### **The Don Biamonte Award for Outstanding Contribution to Speech, Debate, and Model UN**

The Don Biamonte Award for Outstanding Contribution to Speech, Debate, and Model UN is awarded to a student who demonstrates a positive influence on speech, debate and Model UN. The student promotes the club and encourages participation.

### **Marilyn Troock Social Studies Scholarship**

The Marilyn Troock Social Studies Scholarship is awarded to a grade 12 student who is passionate and active in building a faith-based community of understanding in their local community. Through his/her actions, he/she is a model for Catholic education. The student demonstrates interest and participation in Social Studies/Humanities in his/her three years of attendance at Archbishop MacDonald. The student participates in social justice initiatives. A representative of the Troock family will present the recipient with a cheque in the amount of \$500 at the Celebration of Excellence.

### **The David Adomako-Ansah Leadership Scholarship**

The David Adomako-Ansah Leadership Scholarship is awarded to a student who demonstrates commitment to volunteer service and leadership in our school community. This scholarship commemorates David, who was a leader both in and out of the MAC community, and was a generous, passionate, philanthropic, and loving individual. Its purpose is to ensure that his legacy will never be forgotten and to recognize students who embody and demonstrate these qualities.

### **Governor General Award**

Lord Dufferin, Canada's third Governor General after Confederation, created the Academic Medals in 1873 to encourage academic excellence across the nation. A bronze medal is awarded, by the office of the Governor General in Ottawa, to the student who achieves the highest average in all grade 11 and grade 12 courses upon graduation from a secondary school. The average cannot be anticipated; it must be calculated based on the final results after diploma exams have been written, as listed on the student's official provincial transcript. Equitable access for the entire student population is an important aspect of the medal's value. Regardless of the stream or the subjects chosen, all students are eligible for consideration upon graduation

## **Academic Excellence Award**

The Academic Excellence Award is awarded to the grade 12 student who achieves the highest average in the five subjects that are used to determine eligibility for Honours over his/her three years of high school at Archbishop MacDonald.

## **Humanitarian Award**

The Humanitarian Award is awarded to the grade 12 student who, through acts of charity, promotes peace. The recipient expresses concern for the hungry, homeless and the oppressed and takes part in activities that help to alleviate the suffering of the less fortunate among us.

## **Caritas and Spiritus Awards**

The Caritas and Spiritus Awards are awarded to two grade 12 students who show leadership in several school clubs or organizations. The recipient of the Caritas Award is a female grade 12 student and the recipient of the Spiritus Award is a male grade 12 student. The recipients demonstrate positivity, enthusiasm, and a Christ-like commitment to others.

## **General Excellence Award**

The General Excellence Award is Archbishop MacDonald's most prestigious award, and it is awarded to the grade twelve student who, over three years, combines academic excellence with leadership and participation. The recipient maintains an honours average while being an active and positive participant in classroom activities. Involvement in several school clubs, organizations and activities is a mandatory requirement. Active participation in the athletic program is an asset for selection. The recipient shows leadership qualities that incorporate Christian values and attitudes, and is an influential contributor to the academic, spiritual, cultural, and social life of the school.

## **Outstanding Contribution in Music Award**

The Outstanding Contribution in Music Award is awarded to a grade 12 student who achieves an overall high academic standing in music, demonstrates commitment to the pursuit of excellence in class and in performance through involvement in honour bands, jazz bands, and festivals. A leadership role in Music Council and enrollment in a post-secondary music program are requirements for selection. The recipient will receive a bursary of \$500.

## **Laurier Picard/Claire McGinn Award**

The Laurier Picard/Claire McGinn Award is awarded to the grade 12 student who assumes a leadership role and/or contributes significantly to the quality of art, drama, music, and the humanities at Archbishop MacDonald. A leadership role and active involvement in drama projects and the music program are assets for selection.



## Outstanding Service Award

An Outstanding Service Award is awarded to a grade 12 student who serves a club, school organization and/or the school beyond normal expectations in a positive and influential way. The recipient demonstrates organizational and leadership qualities and contributes a significant amount of time to a variety of activities over an extended period. A student may be nominated for a single activity if his/her service is such that the success of the activity was centered on his/her contributions.

## REFERENCE LETTERS AND SCHOLARSHIP RECOMMENDATIONS

Students requesting reference letters from the teaching staff **must do so at least 10 days** in advance of the required date. Students should indicate the type of reference needed and submit a resume covering extracurricular activities both in and out of school including church involvement, employment, outside accomplishments and awards for the previous three years.

## SCHOLARSHIPS

Scholarship information is posted under Student services – Scholarships.

[www.archbishopmacdonald.ecsd.net](http://www.archbishopmacdonald.ecsd.net)

**Students must mail scholarship applications themselves. Alexander Rutherford High School Scholarship**

- awarded by the Province to Alberta residents
- applications are to be submitted prior to attending Post Secondary but after June diploma exam marks are final
- forms available online at [alis.alberta.ca](http://alis.alberta.ca)

**The students must apply independently for the Rutherford Scholarship.**

## ALEXANDER RUTHERFORD HIGH SCHOOL ACHIEVEMENT SCHOLARSHIP COURSE REQUIREMENTS

Students who completed Grade 12 before April 1, 2012, will be assessed using the previous academic criteria.

### GRADE 10

*Average of 75.0% to 79.9% in 5 subjects - \$300, Average of 80.0% or higher in 5 subjects - \$400*

- One of: English 10-1 and
- At least two of the following:
  - Mathematics 10C                      Science 10
  - Social Studies 10-1
  - a language other than the one used above at the Grade 10 level, And
  - Any two courses with a minimum three credit value at the Grade 10 level (1000 or

4000 series) including those lists above and combined introductory C.T.S. courses.

## GRADE 11

*Average of 75.0% to 79.9% in 5 subjects - \$500, Average of 80.0% or higher in 5 subjects - \$800*

- One of: English 20-1 and
- At least two of the following:
  - Mathematics 20-1                      Biology 20
  - Chemistry 20                              Physics 20
  - Social Studies 20-1
  - a language other than the one used above at the Grade 11 and
  - Any two courses with a minimum three credit value at the Grade 11 level (2000 or 5000 series) including those listed above and combined intermediate C.T.S. courses.

**C.T.S. Courses:** Three one credit modules can be combined and used as an option at the Grade 10 and Grade 11 level. Five one credit modules can be combined and used as an option at the Grade 12 level.

To be combined:

- all courses must be from the same level e.g. Introductory, Intermediate or Advanced,
- courses can be from different streams or subject area, e.g. computer courses with welding courses, and
- marks will be averaged at the appropriate level.

## GRADE 12

*Average of 75.0% to 79.9% in 4 subjects - \$700, Average of 80.0% or higher in 5 subjects - \$1,300*

- One of: English 30-1 AND at least two of the following:
  - Mathematics 30-1, Mathematics 30 -2
  - Mathematics 31
  - Science 30                      •Biology 30                      •Chemistry 30                      • Physics
  - Social Studies 30-1
- Any **one** language other than the one used above at the Grade 12 level, And
- Any two courses with a minimum of five credit value at the Grade 12 level (3000 or 6000 series) including those listed above and combined advanced C.T.S. courses.

### NOTE:

- Only marks obtained before starting post-secondary study can be used.
- A course cannot be repeated after a higher-level course has been taken in the same series.
- Averages are not rounded up for scholarship purposes.
- LDC Courses are not acceptable.

*The following scholarships are specifically available to Archbishop MacDonald students: (subject to change):*

IB Diploma Scholarship  
Scholarship

Kinsmen Scholarship

Yvonne Keohan Athletic

## CELL PHONE USE – The Standards for Personal Mobile Devices and Social Media Use.

Education Minister Demetrios Nicolaides announced Ministerial Order #014/2024, which outlined the Alberta Government policy for Standards for the Use of Personal Mobile Devices and Social Media in Schools.

The purpose of the order:

- **Overall:** By taking a measured approach to protect students by restricting the use of personal mobile devices during instructional time to reduce distractions and bullying, maximize learning time and support student mental health.
- **Promote Digital Literacy:** Educate students about the potential risks and benefits of technology and social media. This includes understanding online privacy, recognizing misinformation, and practicing safe online behavior.
- **Encourage Open Communication:** Foster an environment where everyone feels comfortable discussing their online experiences. Regular check-ins can help identify any issues early and provide support as needed.
- **Model Healthy Behaviour:** Demonstrate balanced tech use in one's life. Educate about the dangers in mimicking the behaviour one sees and setting a good example for a positive impact on self and others.

### Standards for Personal Mobile Device and Social Media Use

- The standards for Personal Mobile Devices includes cell phones, SMART watches, wireless earbuds, and wireless headphones
- The standards allow for tablets/laptops for educational use only.
- Adherence to the standards below are essential to foster a productive learning environment and maintain the integrity of student's work.
- Non-compliance with the standards will result in consequences of an automatic one-day suspension with possible loss of privileges such as participation in school trips, or activities, sports teams, and extracurricular activities.

### Personal Mobile Device Standards

- Personal mobile devices are to be silenced or turned off and stored in the student's assigned locker during the day, which must be locked.
- No personal mobile devices are to be used during the school day with the exception of lunch.
- No social media is to be accessed during the school day.
- Tablets/laptops are used for educational purposes only.

### Consequences:

Students will receive clear communication through teachers, the opening assembly and communication with parents about the Standards for Personal Mobile Device and Social Media Use at Archbishop MacDonald High School. Students are required to adhere to the standards and when violated, the consequences will immediately follow.

1. The student will be sent to the office to meet with an administrator.
2. Students will serve a one-day suspension from school and all school activities on the day following the infraction.
3. The incident will be logged, and the parent/guardian will be contacted.
4. If there is resistance to cooperation with school authorities from the student and/or parent/guardian, additional consequences will be put in place.

**Exceptions:**

For students who have medical conditions requiring exemptions from the standards, the grade coordinator with students, medical doctor, and parents will implement a plan to support the student's medical needs.

**Education Act, Section 31**

Students are expected to:

- a) comply with the rules of the school and the policies of the board.
- b) co-operate with everyone authorized by the board to provide education programs and other services
- c) be accountable to the student's teachers and other school staff for the student's conduct

**Emergency Contact Information**

Please contact the General Office at 780-451-1470 and the office staff will communicate with your child. Students do have access to using the phones in the General Office throughout the day.

**COMPUTERS**

During school hours, computers are available for student academic use in the Student Resource Centre.

**NEW STUDENTS TO ARCHBISHOP MACDONALD**

If you have attended any school within Edmonton Catholic School District you will use the same username and password.

- *Responsible Use Agreement*

Each student and at least one parent at Archbishop MacDonald have initialed through their registration document, that they have read and understood. the Edmonton Catholic Schools Network Acceptable Use Policy. Violations of the use agreement may result in the loss of all computer access throughout the school including classrooms. At the discretion of the grade coordinator further intervention may be deemed necessary.

- *Use of Personal Computing Devices*

Archbishop MacDonald is a WiFi enabled environment. We encourage our students to bring their WiFi enabled devices to school to further facilitate their learning. Internet only access is provided through school content filter.

**COURSE CHANGES**

Sections are built by student course requests submitted by each student. Therefore, course changes are only allowed for the following reasons:

- Incomplete schedule - missing required courses you requested from your schedule
- Course conflict (double registered)
- Course(s) completed during summer school
- Change in course mark necessitating a change in course or stream

Any courses changes go through your Assistant Principal Grade Coordinator for your grade:

Grade 10: Mr. Sahib

Grade 11: Mrs. Werth

Grade 12: Mrs. Cleave

## COURSE OUTLINE

The Course Outline for each course will be distributed in each class and is available on our website at [www.archbishopmacdonald.ecsd.net](http://www.archbishopmacdonald.ecsd.net). Each course outline contains a description of course content and a breakdown of the marks assigned by reporting period and by unit or by learner expectation.

## COURSE REQUIREMENTS

Grade 10 students **must have** 8 full blocks of courses, Grade 11 students – 6.5 blocks of courses and Grade 12 students – 5.5 full blocks of courses. **ALL core subjects must be taken at Archbishop MacDonald Catholic High School for the first time. Mathematics, English, all Sciences, Social and Religion are “core” subjects.**

**If you choose to take a course outside of the high school setting please be aware that you will have to complete that course outside of Archbishop MacDonald.**

## END OF DAY PROCEDURES

Unless actively working with a staff member, students are expected to leave the building after school by 4:00 p.m. Thursday's by 1:00 p.m. Students are required to wait in the atrium for their transportation to arrive. In the event of inclement weather, exit times will be extended.

## EXTRACURRICULAR ACTIVITIES

*Students wishing to represent Archbishop MacDonald Catholic High School in any extracurricular activity are expected to demonstrate satisfactory attendance, behavior and academic standing.*

Students wishing to lead/join a school club should look for the club day in September.

## INTERSCHOOL ATHLETICS

Badminton	Curling	Soccer	Volleyball
Basketball	Golf	Swimming	Ninja Warrior
Cross Country	Slo-Pitch	Track & Field	

## ID CARDS

Students are expected to have their school issued ID cards on their person at all times. This card identifies the child as a student of Archbishop MacDonald and is required to enter the building as well to sign out text books. A Student will be required to show their ID card to staff upon request.

## FIELDTRIPS

Students wishing to participate in field trips must demonstrate satisfactory attendance, punctuality, behavior, and academic standing in all subject areas.

## FRENCH IMMERSION

All French Immersion (FI) students must follow their French immersion grade level courses.

Grade 10 French Immersion students will take French Immersion 10 level courses in their grade 10 year, grade 11 FI students will take French Immersion 20 level courses in their grade 11 year, and grade 12 students will take 30 level courses in their grade 12 year.

**ALL** core subjects must be taken at Archbishop MacDonald Catholic High School for the first time. Mathématiques, French Language Arts, English, all Sciences, Études Sociales, Social and Religion are “core” subjects.

## **GRADUATION DATES AND TIMES**

Graduation Mass and Commencements will take place on Friday, May 22<sup>nd</sup>, 2025, at the Shaw Conference Centre. The doors will open at 6:00 p.m. and the start time is 7:00 p.m.

The graduation Banquet will take place on Saturday, May 23<sup>rd</sup>, 2025, also at the Shaw Conference Centre. Doors will open at 6:00 p.m. Supper will be served at 7:00 p.m.

## **GRADUATION CEREMONY REQUIREMENTS 2025-2026**

Grade 12 students wishing to participate in the Archbishop MacDonald Catholic High School Graduation Commencement Ceremonies on May 23<sup>rd</sup>, 2025, **must obtain 9 credits** in Religious Studies.

- a) Students must be eligible for a High School Diploma as of May 1st of their graduation year. Courses taken in other educational venues may be used for eligibility, providing the student has a good standing in the course.
- b) Students declared ineligible may file an appeal through the grade coordinator.

**ALBERTA DIPLOMA GRADUATION REQUIREMENTS** - complete and meet the standards of the following:

The requirements indicated in this chart are the minimum requirements for a student to attain an Alberta High School Diploma. The requirements for entry into post-secondary institutions and workplaces may require additional and/or specific courses.

**100 CREDITS including the following:**

**ENGLISH LANGUAGE ARTS – 30 LEVEL**

(English Language Arts 30-1 or 30-2)

**SOCIAL STUDIES – 30 LEVEL**

(Social Studies 30-1 or 30-2)

**MATHEMATICS – 20 LEVEL**

(Mathematics 20-1, Mathematics 20-2 or Mathematics 20-3)

**SCIENCE – 20 LEVEL**

(Science 20, Science 24, Biology 20, Chemistry 20 or Physics 20)

**PHYSICAL EDUCATION 10 (3 CREDITS)**

**CAREER AND LIFE MANAGEMENT (3 CREDITS)**

**10 CREDITS IN ANY COMBINATION FROM:**

- Career and Technology Studies (CTS) courses
- Fine Arts courses
- Second Languages courses
- Physical Education 20 and/or 30
- Knowledge and Employability courses
- Registered Apprenticeship Program courses
- Locally developed/acquired and authorized courses in CTS, fine arts, second languages

10 credits in any 30 level course (in addition to a 30 level English Language Arts and a 30 level Social Studies courses as specified above)

- Locally developed/acquired and locally authorized courses
- 3000 series; advanced level in Career & Technology Studies
- 35 level Work Experience
- 35 level courses from any trade in the Registered Apprenticeship Program

## **HALLWAYS**

Students are not permitted in the hallways during class time. Students who do not have a class scheduled are expected to work in the student resource center, or the atrium.

## **HOMEWORK**

Homework is an expectation of all senior high school students. The amount will vary with the courses and levels and should be between one – three hours per day. Please consult individual teachers for class expectations.

## **INTERNATIONAL BACCALAUREATE PROGRAMME**

Students enrolled in an IB course complete two curriculums concurrently (AB High School Diploma and IB Diploma Curriculums). Many of the outcomes overlap, however, there is extra content that makes your IB education a valuable asset as you move into post-secondary.

### **Benefits of an IB Education:**

- Academic Skills: Enriched course content, research and writing skills, independent projects
- Organizational Skills: time management, problem solving skills, resilience, balance
- Leadership Skills: collaboration, group work, CAS promotes growth as a learner
- Global Mindset: curriculum approaches topics from global and international perspectives
- Exam Writing Skills: practice writing high stakes timed exams that are externally moderated

### **Information about the IB DP Program can be found:**

- <https://www.ibo.org/programmes/diploma-programme/>
- [ecsd.net/MAC-IB](https://ecsd.net/MAC-IB)
- MAC IB Candidate Google Classroom (class code: xuuyonx) in lieu of a newsletter
- Direct communication to students will be through their school email and groups set up on Teams

### **IB policies**

- Admissions Policy – 70% however, a recommendation of 80% or higher is suggested to handle increased workloads.
- Academic Integrity Policy
- Assessment Policy
- Languages Policy
- Inclusive Access Policy

### **IB Fees & Amendment Fee**

- \$150 per year to a maximum of \$300
- IB fees are subsidized by the Division and the school to support students in their pursuit of academic excellence. Students have the option of taking one or more courses for the same fee, so it is advantageous to take as many IB courses as a student can handle. Students are encouraged to challenge themselves in grade 10 and 11 so that they can make an informed decision about their commitment to each IB course they will continue to pursue as they move into their final year of the IB program.
- Once students register for an IB course at the senior level, students are expected to *commit* to the completion of these IB courses *and* write the required IB exams in the May exam session. Because the school subsidizes an IB education, students who withdraw after the exam registration period are required to pay the amendment fee as outlined by IB for each change made.

### **Dropping an IB Class**

- Course changes are discouraged at the 20 level as the course content is very similar to the Alberta curriculum. Students are encouraged to complete the course and if they so choose, to not request the IB course at the next level.
- Students in IB courses at the senior level who are considering withdrawal must contact the IB Coordinator and fill out the *Late Course Drop Request form*. Additional fees may be required for amendments as outlined by IB
- Once students register for an IB course at the senior level, students are expected to commit to the completion of these IB courses and write the required IB exams in the May exam sessions. The school subsidizes an IB education, students who withdraw after the exam registration period are required to pay the amendment fee as outlined by IB for each change.

### **Grading & Assessment**

- IB Exams and Assessments are submitted for moderation in the *final* year of the program. There are no grade 11IB specific final exams.
- Students will receive feedback based on IB standards and criteria, but the teacher will use school-based assessments to determine a student's grade based on AB standards. The enriched IB content should be beneficial to student performance of these outcomes.
- The final IB grade is based on prescribed assessments and exams that are externally moderated by the IBO to ensure the quality and integrity of program standards.

### **Exam Sessions and Submission Dates for IAs and EAs**

- Exam and assessment schedules are set by the IBO and students are required to adhere to all deadlines.
- Teachers at MAC have collaborated to create a schedule to help students with time management in the completion of these assessments. Deadlines have been set according to unit plans within the course schedules. Students should refer to individual teachers and subject areas for specific deadlines for IAs and EAs.



- Coursework is uploaded to IB for grading and is moderated externally to ensure results are consistent internationally. Teachers at the school will also grade assessments prior to upload and submit a predicted grade.
- The May 2025 exam schedule is set by IB and students are required to follow all exam procedures to avoid academic misconduct.

### **Predicted Grades**

- Predicted grades can be used to apply for post-secondary in March of the grade 12 year. Students should refer to the conversion charts provided by the institutions they are applying to as reference. Some institutions require predicted grades to be sent by the IB Coordinator. Contact the IB Coordinator for assistance.
- Students may request teachers to submit predicted grades in March/April to have conditions removed from their applications or to apply if they have not yet done so. Predicted grades must be sent by the IB Coordinator to the student's institution of choice.

### **Transcript Requests & Recognition**

- Without your IB Transcript, there is *no* record of your completion of any IB coursework. Be sure to contact the IB coordinator to forward transcript requests to the universities of your choice by June 14, 2025, at no cost. After this date, students will have to complete the requests on their own through [rrs.ibo.org](https://rrs.ibo.org) at their own expense.
- All IB candidates will receive an official paper copy of their IB transcript. Students who earn a grade of 3 or higher will also receive an alumni pin to acknowledge their participation in the IB Diploma Programme at MAC. These can be picked up at the school in October following graduation.
- All Full IB Diploma candidates who meet the criteria to earn a full IB diploma will be recognized at the Celebration of Excellence and will receive a medal and folio to hold both their IB transcript and IB diploma.

### **IB Specific Scholarship Opportunities & Transfer Credit**

- Archbishop MacDonald Orest Melnyk Learner Profile Award: \$600 (Full IB Candidate)
- Archbishop MacDonald Highest IB Diploma Average Award: \$1,000 (Full IB Candidate)
- University of Alberta Enriched Curricula Scholarships: \$3,000-5,000 (All IB Course Candidates)
- Students who complete a Full IB Diploma will often get extra credit automatically applied. Please check with each institution for specific details. (U of A gives an automatic 3 credits)
- Post secondary institutions offer transfer credit for students who earn high grades. Please check with each institution for specific details.
- <https://blogs.ibo.org/blog/2018/05/05/getting-ib-credit-at-university/>
- <https://blogs.ibo.org/blog/2014/05/06/scholarships/>

## **STUDENT RESOURCE CENTRE**

The Student Resource Centre will be open from 8:15 – 3:00 p.m. and Thursday 8:15 – 12:30 p.m. Please note: **NO FOOD** is allowed in the centre. The SRC is a collaborative space where students can meet to discuss projects, work on academics, research projects and meet with counsellors.

### **MAC Student Resource Centre (Virtual Library)**

This is Internet accessible on any computer at school or at home through the Archbishop MacDonald Home Page. [archbishopmacdonald.ecsd.net](http://archbishopmacdonald.ecsd.net)

EBSCO: <http://search.ebscohost.com> User ID : arch5n2p7 PW: Bishop2022!

NoodleTools: Username: MAChighYEG PW: MACstudent

## **LOST AND FOUND**

Lost and found box is in the hallway between the Music Room and Art Room. The General Office will hold any high value items such as lost phones, jewelry and keys. Please note that lost and found items are donated to charity twice a year.

## **LUNCH**

Students are expected to eat lunch in the Cafeteria/Atrium if space permits, or they may eat in the hallways or specific open classrooms. Students are expected to dispose of their garbage in the proper receptacles provided throughout the area.

## **DAILY ANNOUNCEMENTS**

Daily announcements are read every morning and posted on the school website.

## **POWERSCHOOL**

Archbishop MacDonald High School uses a web-based program called PowerSchool. Through PowerSchool you have the capability of viewing your child's class assignments, grading information, parent newsletters and attendance. In addition to accessing your child's class related information, you will also be able to communicate directly to your child's teachers through PowerSchool.

## **RELIGION**

Teaching of religion is fundamental to our beliefs as a Catholic High School. All students are required to take and pass a minimum of three (9 credits) Religious Studies classes and complete the service component at each grade level to be eligible to participate in the graduation commencement. Students are expected to take Religion in class, unless their timetable does not allow it. In this case alternative arrangements will be made in consultation with the grade coordinator.

## REPORT CARDS

Hard copy report cards **will not** be provided to students. Parents can access marks through PowerSchool on a current basis. Please check your child's marks on the Assessment Progress Dates – in PowerSchool. If you have any concerns, please do not hesitate to call. The final report card in June will be available through PowerSchool to all parents and students the first week of July.

## SCHOOL DANCES

During the school year, MAC Council will organize evening dances which will run from 7:00 pm – 10:00 pm. Students will require their school ID and a valid ticket which they must show to gain entrance. Students need to be aware that there is absolutely **no admittance after 8:30 pm**.

It is the expectation of the school that students attending the dance have not consumed any alcoholic beverages or illegal substances prior to attending the dance. All students need to be aware that school expectations previously outlined in the 'Code of Conduct' extend to all our students anytime they are here at the school.

If a student is suspected of having consumed alcoholic beverages or illegal substances, the student will be escorted to the office where their parents will be contacted. Parents will be asked to accompany their son/daughter home and the student will be suspended.

## SECOND LANGUAGE COURSE CHALLENGE

If you wish to challenge a second language course, you must initiate an official request by completing a Course Challenge Request form from the office and submitting it to the office. The school will forward a letter to your parents/guardians informing them about your intent and providing steps required to complete the course challenge. The signed letter must be returned to the school office. At this time, a language teacher will contact you to conduct an initial oral interview to determine your readiness to participate in the course challenge process. You will then receive a description of requirements you will need to meet by completing a project of your choice. After submission of a completed project, you will receive an official time, date and location for the written exam component, which is typically held outside of regular school hours. After receiving your final grade, you may choose to use the mark or to take the course.

## SMOKING/VAPING-TOBACCO, NICOTINE & CANNABIS

The school is designated as a smoke-free/vape free environment by school division policy and City of Edmonton bylaw. Smoking/vaping is **NOT** allowed anywhere in the school or on school property. If students are caught smoking/vaping they will be directed to school administration and parents will be notified.

## STANDARDS OF STUDENT DRESS

In Edmonton Catholic Schools, students are expected to dress in a manner that honors the dignity of the human person, who was created in the image of God, and that supports an inclusive, welcoming, caring, respectful, safe, and Catholic learning environment that promotes the well-being of all. Each school in the Division will have a **Standards of Student Dress** for their community. Understanding that it is not possible to list all the specific types of acceptable and unacceptable

student dress, the purpose of establishing **Standards of Student Dress** is to empower students to make appropriate choices.

Students are expected to dress in a manner which is appropriate for the school day or for any school sponsored event. All students shall come to school dressed in a comfortable manner that allows them to be authentically who they are, while also meeting the standards in this document.

Students who do not meet the **Standards of Student Dress** will be required by the school principal or their designate to meet the standards before participating in school activities. Schools will facilitate the enabling of students to meet the standards in such situations whenever possible.

Student dress must maintain personal safety and the safety of the school community. Students are not permitted to wear articles of clothing, jewelry or accessories that indicate or suggest membership in or affiliation with any group or organization that does not support a welcoming, caring, respectful, safe, and Catholic learning environment that respects diversity and fosters a sense of belonging.

**Students at Archbishop MacDonald must wear:**

- A shirt or the equivalent (tops) with fabric in the front, back, and sides under the arms
- Pants or the equivalent (bottoms) and
- Shoes

Courses or activities may require specific attire for safety or curriculum purposes (ie: CTS, PE, science labs, fieldtrips)

**Students at Archbishop MacDonald may wear hats and headwear, as long as they are in alignment with this standard's philosophy:**

- Headwear that is specifically required for religious observance (i.e. hijab, yarmulke, turban) or for medical reasons in consultation with the principal
- Hats and other headwear must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff. Hoodies must allow the face and ears to be visible to school staff.
- Clothing with logos or text on it that is positive in nature, respectful, or implies or encourages a healthy lifestyle/choice for children and youth

**Students at Archbishop MacDonald must not wear:**

- Visible or exposed undergarments
- Translucent clothing revealing buttocks and nipples
- Articles of clothing that discriminate based on age, religion, gender, gender identity/expression, body type, race, ability, and socio-economic status

## **STUDENT LEAVE/EXTENDED HOLIDAYS**

Since regular attendance is a requirement in high school for course credit, we are not able to grant permission for an extended absence. If families decide to take holidays during school time, the student must get the appropriate form from the general office and have it signed by Teachers,

Parents, and their Grade Coordinator. Students are responsible for all assignments they miss during these holidays.

## **STUDENT PARKING**

Student parking is permitted in the north side parking lot. There are no available stalls in the staff parking lot for student parking, located on the south side of the school, all stalls are reserved for staff. There will be limited parking stalls located in the North parking lot. Any vehicle parked illegally will be ticketed and towed at the owners' expense.

There is **NO** parking in the Freson Bros. Strip Mall/ parking lot next door to MAC, and there is no parking south of the staff parking lot at the Fellowship Baptist Church. This is **Private Property** and cars will be ticketed and towed. By law, the lane along the south side of the staff parking lot is considered a FIRE LANE. As such, any parking along this roadway will result in a ticket issued by the city police/bylaw enforcement.

## **SUBSTANCE USE AT SCHOOL**

Alcohol and cannabis use, illegal substance use or recreational use of prescription and non-prescription drugs is prohibited at school and at all related Education Activities. Any violations will be dealt with by the school administration and/or police resulting in suspension and/or expulsion.

## **VIOLENCE AT SCHOOL**

Physical or verbal violence, harassment, or intimidation in the school or on school property is not tolerated. Weapons or items that may be used as weapons are prohibited on school property and will be immediately confiscated. Any contraventions will be dealt with by the school administration and/or police, resulting in suspensions and/or expulsion.

## **VISITORS**

For the safety of all, Archbishop MacDonald Catholic High School is a **CLOSED CAMPUS**, not open to students from other schools. All visitors must enter through our main door and report to the office. All visitors must have a contact person on staff that they are visiting. Visitors that do not comply will be asked to leave and may be charged with trespassing.

DAY 1 Block 1 Block 2 Block 3 Block 4	DAY 2 Block 2 Block 1 Block 4 Block 3	<b>ARCHBISHOP MACDONALD</b> <b>BELL SCHEDULE</b>			<b>Alternate Schedule</b> 8:50 - 10:05 am 10:07 - 11:17 am 11:19 - 12:19 pm (Event) 12:19 - 1:01 pm (Lunch) 1:04 - 2:14 pm 2:16 - 3:26 pm
Monday	Tuesday		Wednesday	Thursday	Friday
	AM PLT	PM PLT			
8:50 – 10:19 am	8:50 – 10:05 am	8:50 – 10:05 am	8:50 – 10:19 am	8:50 – 9:46 am	8:50 – 10:19 am
	PLT AM 10:07 – 11:07 am				
10:22 – 11:46 am	11:09 – 12:19 pm	10:07 – 11:17 am	10:22 – 11:46 am	9:49 – 10:40 am	10:22 – 11:46 am
Lunch 11:46 – 12:30 pm	Lunch 12:19 – 1:01 pm	Lunch 11:17 – 11:59 am	Lunch 11:46 – 12:30 pm	10:43 – 11:34 am	Lunch 11:46 – 12:30 pm
12:35 – 1:59 pm	1:04 – 2:14 pm	12:02 – 1:12 pm	12:35 – 1:59 pm	11:37 – 12:28 pm	12:35 – 1:59 pm
		PLT PM 1:14 – 2:14 pm			
2:02 – 3:26 pm	2:16 – 3:26 pm	2:16 – 3:26 pm	2:02 – 3:26 pm	Early Dismissal	2:02 – 3:26 pm

# Archbishop MacDonald Day 1 and 2 CALENDAR 2025-2026

Day 1

Day 2

PD  
DAY

July 2025							August 2025							September 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2		1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30				
							31													
October 2025							November 2025							December 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													
January 2026							February 2026							March 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
25	26	27	28	29	30	31								29	30	31				
April 2026							May 2026							June 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
							31													

Revised 2025-06-24

Non-Instructional Day
  Switch of Full Day and Early Dismissal
  Non-operational Day

## First Day of Instruction

September 2, 2025

## Last Day of Instruction

June 23, 2026

## Last Day of Operation

June 24, 2026

Lakour Day	Sept 1
Truth & Reconciliation Day	Sept 30
Thanksgiving Day	Oct 13
Remembrance Day/Fall Brk	Nov 10-12
Christmas Vacation	Dec 22 to Jan 2
Family Day	Feb 16
Faith Development Day/DP	Feb 25
Teachers' Convention	Feb 26-27
Spring Break	Mar 30 to Apr 6
Good Friday	Apr 3
Easter Monday	Apr 6
Victoria Day Weekend	May 15-18

MONTH	Operational Days	Instructional Days
August	2	0
September	20	20
October	22	22
November	17	17
December	15	15
January	20	20
February	19	16
March	20	20
April	18	18
May	19	19
June	18	17
Total	190	184